

EducoSoft

Instructor User Guide

1. Login and Instructor Page
2. Roster
3. Tools
4. Lecture Notes
5. Assessments
6. Resources
7. Communications
8. User Management
9. Reports
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EducoSoft

Instructor User Guide



EducoSoft™
education @ your fingertips

Welcome: Mr. M. Mills
Instructor

Home Roster Tools Lecture Notes Assessments Resources Communication User Management Reports Support FAQ Logout

Summer 2012 (3/28/2012 - 9/30/2012) | Basic Mathematics | BM_004

Student View Change Course

1. User Name
2. Home Screen
3. Roster – View students enrolled in course and related information
4. Tools – Upload course syllabus, Grade book, Import Master Section, Import Your Section, My Notes, Survey, and Class Attendance.
5. Lecture Notes - Tutorial Date Marking.
6. Assessments – View/create assessments (homework, quiz, test,..), Scores, Import Assessments, My Question Bank, Print Submitted Assessment and Drop Box.
7. Resources – View Glossary, Documents, Web Link, Exam Papers, E-Book and E-Solution Manual.
8. Communications – Use Internal Mail, Announcements, Discussion Forum, Study Groups, Queries, and Chat.
9. User Management – Guest register students, transfer students, student group, add teaching assistant, My Preferences and Student Registration.

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Welcome: Mr. M. Mills

Instructor

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Summer 2012 (3/28/2012 - 9/30/2012) | Basic Mathematics | BM_004

[Student View](#)

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10. Reports – Grade and Score Reports, Activity Time Report, Activity Time vs Grade Report, My Activity and Attendance Summary.
11. Support – Send support request to technical support
12. Help – User Manual and FAQ (View frequently asked questions).
13. Logout – End the session
14. Institution Name
15. Term Name
16. Course Name
17. Section Name
18. Student View – Switch to student view
19. Change Course – Select a different course assigned to You.

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Go To "www.EducoSoft.com"

- To Login as a Instructor
 - Enter your e-mail ID
 - Enter your password
 - Click on Login

The screenshot shows the EducoSoft website homepage. At the top, there is a navigation bar with links for HOME, PRODUCT INFO, SUPPORT, F A Q, PROMOTERS, CONTACT, and ABOUT US. Below this is the EducoSoft logo and a sub-header with links for HIGHER EDUCATION, SCHOOL (K-12), SELF LEARNING, and PRODUCTS. The main content area features a 'REGISTER FOR' section with buttons for HIGHER EDUCATION, SCHOOL (K-12), and SELF LEARNING. A central banner describes the system as a 'Comprehensive online learning management system for college and developmental courses' with a 'LEARN MORE' button and links for 'Download Brochure' and 'Take a tour'. A login section at the bottom left contains an email input field with 'mills@educo-int.com', a password field, and a 'LOGIN' button. A callout box points to the country selection dropdown in the top left, labeled 'Select Country from the list'. Another callout box points to the login button, labeled 'Enter your E-mal ID, Password and, Click on LOGIN'. The footer includes sections for 'EDUCO NEWS', 'LATEST RELEASES', and 'TESTIMONIALS', along with 'EDUCO ON FLASH DRIVE' and 'EDUCOSOFT FALL RELEASE'.

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1. Home Screen:



The screenshot displays the EducoSoft Instructor Home Screen. At the top, the EducoSoft logo is on the left, and the user is welcomed as "Mr. M. Mills" on the right. A navigation menu includes Home, Roster, Tools, Lecture Notes, Assessments, Resources, Communication, User Management, Reports, Support, FAQ, and Logout. Below the menu, there are buttons for "Student View" and "Student Login".

The main content area features a "Welcome to EducoSoft" message with a book icon. To the right, there are two notification boxes: "You have 0 unread messages" and "You have no new announcements".

The "My Courses" section is active, showing a table of courses for the "Summer 2012" term, which ends on 9/30/2012. The table lists two courses: Basic Mathematics (BM_004) and College Algebra (CA_002), both with 3 registered students and 0 guest students. Each row has a "Go" button.

On the right side, the "My Calendar" widget shows the current date as 7/2/2012. It includes a calendar for July 2012 with a grid of dates from 1 to 31. Below the calendar is an "Add Task" button and a notification that "0 Task(s) scheduled on 7/2/2012".

Course Name	Section Name	Registered Students	Guest Students	
Basic Mathematics	BM_004	3	0	Go
College Algebra	CA_002	3	0	Go

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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2. Roster:

Welcome: Mr. H. Mills
Instructor

Home Roster Tools Lecture Notes Assessments Resources Communication User Management Reports Support FAQ Logout

Summer 2012 (3/28/2012 - 9/30/2012) | Basic Mathematics | BM_004

Student View Student Login

Student List

1. Click on **Student Name** to add attempts, extend end date, change test time and view score for an assessment for that student only.
2. Click on **E-Mail ID** to send an e-mail to that student.
3. Select multiple check boxes and click on **E-Mail** button to send an e-mail to multiple students.
4. Click on **Individual Grade Report** to view summary and detailed grade report.

Total No. of Students: 3 Total No. of Guest Students: 0

Items Per Page View All

Class Attendance E-Mail Drop Student

<input type="checkbox"/>	NAME	E-Mail Id	Last Login	Guest Registration End Date	Individual Grade Report
1. <input type="checkbox"/>	ills, mari	iwannalearn@yahoo.com	5/1/2012 4:41 PM	--	
2. <input type="checkbox"/>	jones, joe	joker@yahoo.com	4/30/2012 10:25 AM	--	

This page allows the instructor to take *class attendance*, *email student(s)*, and *drop student(s)* from this course along with other links for the students.

- Click on individual student name link to add the attempts, extend the end date, change the test time and view the score for an assessment.
- Click on corresponding student e-mail Id to send an email to that student.
- Select multiple check boxes and click the *E-Mail button* to send e-mail to multiple students.
- Click on *Individual Grade Report* to view summary and detailed grade report.
- Select the student(s) and then click on *Drop Student* button to remove the students from the class.
- Allow instructor to login into student's account. This icon would appear if the CC permits to allow instructor to login as student.

<input type="checkbox"/>	s21, test	tests021@educo-int.com	8/13/2013 5:47 AM	--		
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3.0 TOOLS



3.1 Syllabus

3.2 Grade Book

3.3 Import Master Section

3.4 Import Your Section

3.5 My Notes

3.6 Survey

3.7 Class Attendance

3.8 White Board

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3.1 Syllabus:



Select the course-section and click on either add, import for adding/importing the syllabus.



1. Click on “Add” button to upload the syllabus file (Word or PDF format).
2. Click on “Import” button to upload syllabus file from a previous terms (WORD or PDF format).
3. Select the syllabus with the help of check box and click on “Delete” button to delete the selected syllabus (check next to the title first, then click on delete)
4. View, Edit or Download
 - Click on “View” to view the syllabus.
 - Click on “Edit” to replace the current syllabus file.
 - Click on “Download” to save the file to your PC.

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- **Response Sheet:** Click on Response sheet tab to add/view/edit response sheet. The Response sheet can be attached to a syllabus with an option of forcing the student to view the syllabus, answer response sheet and then continue.

3.2 Grade Book:



Grade book can be set up in two ways. It can be copied from another course or set up manually for each course.

- To **Copy**, go to Tools > Grade Book and select the grade book to copy into.
- Next, select the Term and course of the grade book you would like to copy from.
- Click on copy and all categories, grade scales, a rounding option will be copied into the selected course/section.

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Add Grade Book Category:

Summer 2012 (3/28/2012 - 9/30/2012) | Basic Mathematics | BM_004 Student View Change

Grade Book Settings

Edit Grade Report
Manage grade categories, grade scale, and score rounding options.

Selected Grading Period : Full Term

Select another section

Term : Summer 2012
Section : BM_004 - (Basic Mathematics)
Grading Period : Full Term

Start Date: 3/28/2012 End Date: 9/30/2012 Weight: 100%

Copy from another section

<-- Select Term -->
<-- Select Section -->
<-- Select Grading Period -->

Copy Copy to Multiple Sections

Grade Book Categories				Add Category	Add Tutorial Time	Add Attendance	Add Discussion Forum
Category	Weight(%)	Drop Count					
Homework	10	0	Edit	Delete		Show Assessments	
Quiz	10	0	Edit	Delete		Show Assessments	
Test	15	0	Edit	Delete		Show Assessments	
Midterm	25	0	Edit	Delete		Show Assessments	
Final	25	0	Edit	Delete			
Tutorial Time	10	--NA--	Edit	Delete			
Attendance	5	--NA--	Edit	Delete			
Total Weight:		100 %					

Note: The total weight of all categories must add up to 100%. You must at least have one category to create assessments.

- To **Add** grade book categories, begin by selecting the term and section
- Click on “Add Category” button.
- Enter category name, weight and drop count.
- Click on “Save” link.

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Edit Grade Book Category:



Grading Period : Full Term <-- Select Grading Period -->

Start Date: 3/28/2012 End Date: 9/30/2012 Weight: 100%

Copy Copy to Multiple Sections

Grade Book Categories Add Category Add Tutorial Time Add Attendance Add Discussion Forum

Category	Weight(%)	Drop Count				
Homework	10	0	Save Cancel	Delete		Show Assessments
Quiz	10	0	Edit	Delete		Show Assessments
Test	15	0	Edit	Delete		Show Assessments
Midterm	25	0	Edit	Delete		Show Assessments
Final	25	0	Edit	Delete		
Tutorial Time	10	--NA--	Edit	Delete		
Attendance	5	--NA--	Edit	Delete		
Total Weight:		100 %				

Note: The total weight of all categories must add up to 100%. You must at least have one category to create assessments.

Grade Scale Import Grade Scale Add

#	Grade	Description/Comment	Minimum % of the total score		Remove
1.	A		90	Edit	Delete
2.	B		80	Edit	Delete
3.	C		70	Edit	Delete
4.	D		60	Edit	Delete
5.	F		0	Edit	Delete

- Click on corresponding category edit link and make the necessary changes in category name, weight and drop count and click on save link.
- For deletion of category click on corresponding category delete link.
- Click on the Report icon corresponding to the Category name to see respective 'Average by Category' Grade Report.

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Adding/Editing Grade Scales:

Grade Scale					Import Grade Scale	Add
#	Grade	Description/Comment	Minimum % of the total score		Remove	
1.	<input type="text" value="A"/>	<input type="text" value="Congratulations! Your performance is good"/> <input type="text"/>	<input type="text" value="90"/>	Save Cancel	Delete	
2.	B	Keep up the good work.	80	Edit	Delete	
3.	C	Satisfactory, but there is room for improvement.	70	Edit	Delete	
4.	D	You need to work harder.	60	Edit	Delete	
5.	F	You are not passing. You need to learn the concepts.	0	Edit	Delete	

Other Options

Final Weighted Score Rounding Option (Grade Report)

Rounding Rounding to 2 decimal places Rounding UP

- Under Grade Scales grid
- Create new Grade Scale by clicking on **Add** button and by entering the **'Grade'**, **'Description/Comment'** and **'Minimum % of the Total score'** into the text boxes and then click on the Save link.
- To change, click on the **edit** link corresponding to the Grade Name.
- To delete click on corresponding scale delete link.

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Copying Existing Grade Book Template:

Grade Book Settings

Edit Grade Report
Manage grade categories, grade scale, and score rounding options.

Selected Grading Period : Full Term

Select another section

Term :

Section :

Grading Period :

Start Date: 2/24/2012 End Date: 12/31/2013 Weight: 0%

Copy from another section

- On the top right of the page there would be new option '**Copy from another section**'.
- To copy Categories/Scales from a template created in previous terms or in other sections, select respective the Term, Section and grading period name from the Copy from another section field and click on copy button.
- The copied categories and scales will replace those currently in the Available categories and Scale grid.
- For coping to multiple sections click on 'copy to multiple section' button.

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Adding Tutorial Credit Category:

- Under Grade book Categories grid click on Add Tutorial Time button.

Grade Book
Add/Edit Tutorial Time Category

Enter the weight information; click on add to enter tutorial time and score; and click on save.

Category:
Weight: %

Enter a tutorial-time scoring scale for the term
 Enter the same tutorial-time scoring scale for each week
 Enter a tutorial-time scoring scale for each time period
 Enter maximum and minimum time for the entire term

The start date is the same as the term start date and the end date is the same as term end date. Also the week starts on Sunday and ends on Saturday.

Start date for grading period End date for grading period

Hours	Score (%)
<input type="text"/>	<input type="text"/>

- Enter Details like Category Name, weight and select one of the option and click on save button.

Note: Add tutorial Credit button will be enabled only if Tutorial Credit Category does not exist. Instructor can create only one Tutorial category time.

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Include class attendance as part of the grade book:

- A new category called Attendance is added for the grade book in order to consider the attendance weight to the final grades similar to Tutorial Time.
- On click of Add Attendance button, Add Attendance category page appears.

Grade Book

Add / Edit Attendance category

Enter the weight information. Check the option below and enter number of days to consider one absent for given days or keep unchecked for marking them as present.

Category: Attendance

Weight: 15 %

Consider one absent if student is tardy/late for 3 days.

Add

Present (%)	Score (%)
90	90
80	70
70	50
60	40
50	20

Save Cancel

- Enter Category weight information
- Check the 'Consider one absent if student is tardy/late for # days' option to consider one absent for given number of days or uncheck making them as present
- Enter % of present and score
- Click on save
- Score mentioned against attendance will be calculated and will be reflected in the grade book.

3.3 Import Master Section



- You can import master section data: course syllabus, documents, web links, grade book, my notes, assessments, tutorial marking and drop-box assignments. The master section syllabus, documents, web links, grade book, my notes and tutorial marking will replace your existing syllabus, documents, web links, grade book, my notes and tutorial marking. If you have students that have already taken assessments, then you can't import the master section data.

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3.4 Import Your Section



- You can import the any of the features like course syllabus, grade book, assessments, my notes, documents and web links from the previous term/section.

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Copy course content from your previous section

1. Select a term and section.
2. Click on view to view the details before importing.
3. Check one, multiple, or all check boxes and click on copy to import the selected content areas.

Term

Section

Course Resource

<input checked="" type="checkbox"/> Syllabus	View Details
<input checked="" type="checkbox"/> Gradebook	View Details
<input type="checkbox"/> Assessments	View Details
<input type="checkbox"/> My Notes	View Details
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	

Import assessments with prerequisites

Assessments(s) are blocked from copying by the section instructor.

Mynote(s) are blocked from copying by the section instructor.

- Select a source Term and Section from the drop-down list.
- Under Content information, select one or more items which you want to copy it to the current section.
- Click on the View details link to see contents in detail.
- Click the Copy button
- User will see the confirmation alert message.
- Click on OK button to copy the files.

Note: If Assessments / My Notes are blocked for copying by the section Instructor. Check box will be disabled and shows appropriate tool tip on mouse over to the resource name.

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3.5 My Notes



- Allow you to add supplement documents to the course hierarchy. Simply select the level from hierarchy you would like and click Add to upload your file. While viewing the course hierarchy, the file will be shown next to the level where it is added. Notes can be enabled and disabled to the Instructor/student of this course using the Permission button. By clicking Add or Delete the instructor is able to add levels and/or delete.



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Article

Add/Edit Article

Course Level: Basic Mathematics > 1. Whole Numbers

Add Documents Add Weblink **Add Videos** Content Repository

Select Video file

* Name

Description

* Choose File

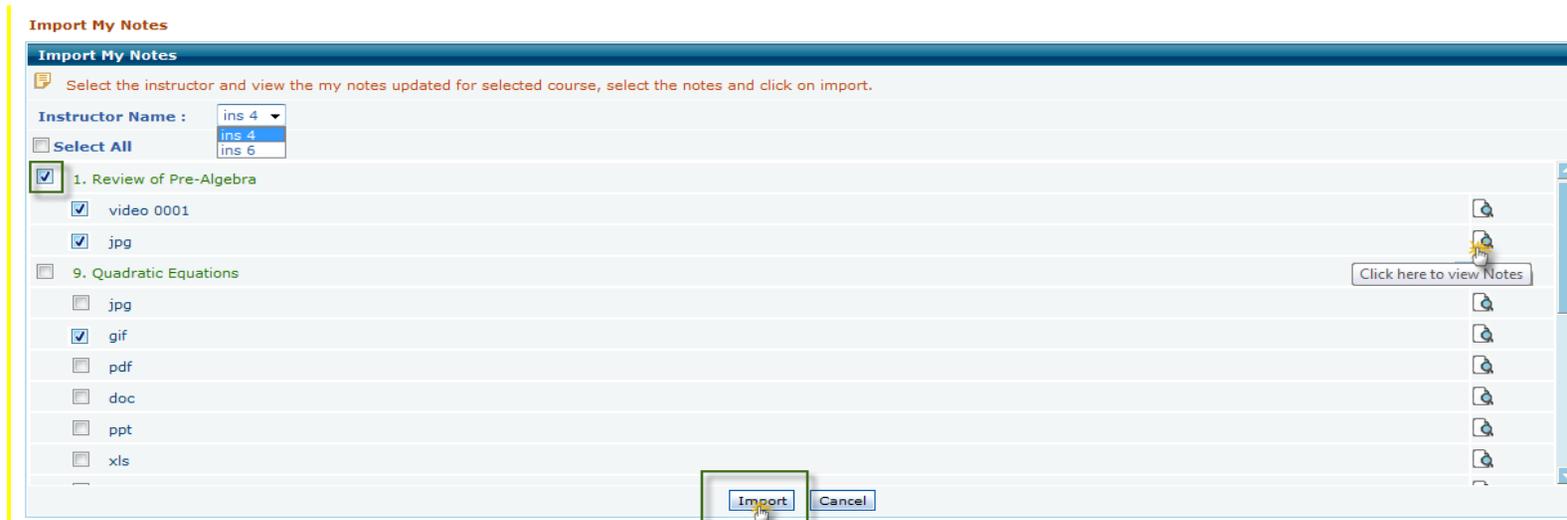
Browse Computer Browse YouTube Browse Khan Academy

No file selected.

- You can also add videos under my notes from your computer or YouTube or Khan Academy or from Educo Content Repository.
- You can import the notes created by other instructor for the same course.
- Select the level from the left hand side course hierarchy to which you want to import and Click on 'Import' button. You are redirected to the following screen.

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- Select the instructor from the instructor drop down. List of notes updated for the selected course will be listed with the course hierarchy as above and user can view the notes by clicking on the icon . Select the note(s) with the help of check box and click on Import button.
- Selected note(s) would get copied to your selected course hierarchy.

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3.6 Survey

The screenshot shows the EducoSoft interface. At the top is a navigation bar with the following items: Home, Roster, Tools, Lecture Notes, Assessments, Resources, Communication, User Management, Reports, Support, Help, and Logout. Below this is a header area with 'Summer 2012' on the left, 'Basic Mathematics | BM_004' in the center, and 'Student View' and 'Student Login' buttons on the right. The 'Tools' menu is open, showing options: Syllabus, Grade Book, Import Master Section, Import Your Section, My Notes, Survey (highlighted), Class Attendance, and White Board. A sub-menu for 'Survey' is also visible, containing 'Take survey' and 'Manage Survey'.

List of Surveys

	Title	Start Date	End Date	Respondants	Date Taken	
	Elc GA_AB	09/07/2007	10/07/2007	1	09/07/2007	Take
	Feedback from Faculty users of Educosoft Fall 2007	12/02/2007	01/01/2008	36		Take
	testing 2/13/08	02/12/2008	03/13/2008	0		Take
	Albany State Survey 2008-2009	08/12/2008	09/11/2008	0		Take
	Feedback from faculty:Fall 2008	11/22/2008	12/22/2008	9		Take
	Feedback from Faculty:Spring 2009	03/28/2009	06/15/2009	112		Take
	Feedback from Faculty: Fall 2009	11/16/2009	12/16/2009	80		Take
	Faculty Survey Fall 2010	10/21/2010	12/31/2010	37		Take

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The screenshot displays the EducoSoft Instructor User Guide interface. At the top, there are five navigation buttons: "New Survey", "Surveys", "Templates", "Reports", and "Help". Below these is a "Surveys" section with a folder dropdown menu set to "--All Surveys--" and a "manage folders" button. A "Create New Survey" button is also present. The main area contains a table with columns for "Manage", "Status", "Title (click to preview)", "Date Created", "Design", "Options", "Deploy", "Analyze", "Delete", and "Clear".

Manage	Status	Title (click to preview)	Date Created	Design	Options	Deploy	Analyze	Delete	Clear
close	Open	CAU Workshop 12-13-08	12/12/2008				34		
close	Open	Workshop1	10/31/2008				0		
open	Closed	Workshop Survey	08/03/2007				0		

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3.7 Class Attendance



- To mark attendance, simply click on the day and select which days are considered for attendance, then click on the cell to mark the attendance or on the date to mark the same attendance for all students. Click on the name to mark the attendance for all class days. You must click Save to save the attendance. By clicking View Report, it will enable you to view an overview for attendance

Attendance

Student List

1. Click on the day and select which days are considered for attendance.
2. Click on the cell to mark the attendance or click on the date to mark the same attendance for all students.
3. Click on the name to mark the attendance for all class days.
4. Click on Save to save the attendance.

Exempt a period

Do not Consider Weekends Consider Weekends

June - 2012

Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Term Percentage				
	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	x/7	%	%		
ills , mari																																	5	71.43	
jones , joe																																	5	71.43	
jones , tom																																	6	85.71	
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Present

Exempted

Tardy/Late

Absent

View Report

Save

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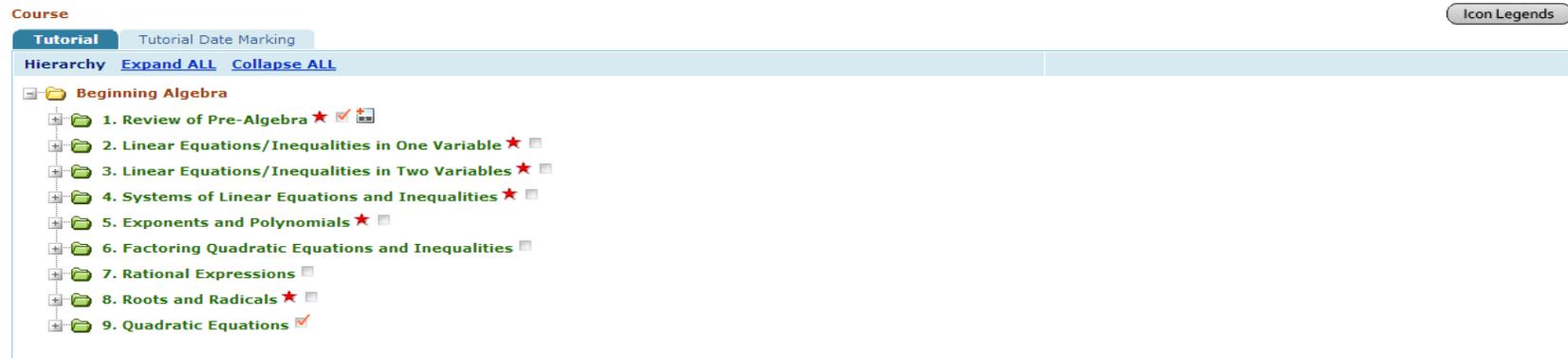
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3.8 White Board



- If institution has been allowed to use White board this menu option would appear. Your institution would need to get this approved from Educo.

4. Lecture Notes



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The screenshot displays a hierarchical course structure for 'Beginning Algebra'. The tree includes chapters from 1 to 9, with sub-sections under chapter 3. Each item is accompanied by a set of icons: a red star, a square, a document icon, and a play button icon. Callout boxes provide the following explanations:

- Course:** Points to the 'Beginning Algebra' folder icon.
- Instructor Notes:** Points to the red star icon.
- Chapter:** Points to the folder icon.
- Section:** Points to the square icon.
- Objective:** Points to the document icon.
- Learning activities:** Points to the play button icon.
- Topic Marked for Study:** Points to the red star icon.
- Mark Topic for Discussion:** Points to the square icon.
- See Video:** Points to the play button icon.

Additional callouts on the left side of the interface:

- Click on "+" to expand this level:** Points to the plus sign icon next to a folder.
- Click on "-" to collapse this level:** Points to the minus sign icon next to a folder.

An 'Icon Legends' button is located in the top right corner of the interface.

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Summer 2012 (3/28/2012 - 9/30/2012) | Colleen Alnebra | CA 002

[Student View](#)

[Change Course](#)

5. Assessments

5.1 View/Create

5.2 Scores

5.3 Import Assessments

5.4 My Question Bank

5.5 Printing Submitted Assessments

5.6 DropBox

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Summer 2012 (3/28/2012 - 9/30/2012) | College Alnehra | CA 002

Student View

Change Course

- View / Create
- Scores
- Import Assessments
- My Question Bank
- Print Submitted Assessment
- DropBox

5.1 View/Create –

List of assessments are displayed. To View/Edit Assessment, click “View/Edit” link. To Create Assessment click the “Create” button.

View/Create Assessment

List of Assessments are displayed. To View/Edit Assessment, click “View/Edit” link. To Create Assessment click “Create” button.

Assessment Type: All
Grading Period: All
Grade Book Category: All
Active: All
Items Per Page: 75
Search: [Search]
Filter By: Date of Creation | Select Date

Buttons: Create, Set Prerequisites, Change Settings, More Assessment Tools, Delete

	TEST TITLE	Grade Book Category	# Q's	Max Attempt	Time Limit	Mode	EXPIRES		
1.	2.1 HW: Simplifying Expressions	NA	9	55	NA	Homework	8/10/2013 11:59 PM	Score Edit Delete	
2.	2.2 HW: Solving Linear Equations in one variable	NA	28	55	00:10	Homework	8/2/2013 11:59 PM	Score Edit Delete	
3.	1.2 Quiz MC	NA	9	55	NA	Test MC	8/2/2013 11:59 PM	Score Edit Delete	
4.	2.3 HW: More on Solving Linear Equations	NA	6	55	00:03	Homework	8/2/2013 11:59 PM	Score Edit Delete	
5.	1.2 Quiz MC: Review of Fractions	NA	9	55	NA	Practice	8/2/2013 11:59 PM	Score Edit Delete	
6.	1.2 Quiz MC: Review of Fractions	NA	9	55	NA	Test MC	8/2/2013 11:59 PM	Score Edit Delete	
7.	1.3 Quiz MC: Review of Decimal Numbers and Square Roots	NA	10	55	00:10	Test MC	8/2/2013 11:59 PM	Score Edit Delete	
8.	1.4 Quiz MC: Review of Percents	NA	46	55	00:10	Test MC	8/2/2013 11:59 PM	Score Edit Delete	

1 2 3

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Home Roster Tools Lecture Notes Assessments Resources Communication User Management Reports Support FAQ Logout

Summer 2012 (3/28/2012 - 9/30/2012) | College Alnehra | CA 002

Student View

Change Course

- View / Create
- **Scores**
- Import Assessments
- My Question Bank
- Print Submitted Assessment
- DropBox

5.2 Scores

List of Assessments are displayed. Click on View to see the student list and to view the score.

Scores

Instructor Created Assessment List

List of Assessments are displayed. Click on view to see the student list and to view the scores.

Grading Period: All | Grade Book Category: All | Assessment Type: All | Items Per Page: 75

No.	Title	Max Attempt	Category	Status	Start Date	End Date	Score
1.	Homework 1	1	Homework	Active	4/27/2012 12:00 AM	5/4/2012 11:59 PM	View
2.	1. Test: Whole Numbers	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
3.	1.1 Quiz MC: Place Value System	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
4.	1.1 Quiz MC/FR: Place Value System	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
5.	1.1 HW: Place Value System	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
6.	1.1 Quiz	99		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
7.	1.3 Quiz MC: Addition and Subtraction of Whole Numbers	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
8.	1.3 HW: Addition and Subtraction of Whole Numbers	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
9.	1.4 HW: Multiplication and Division of Whole Numbers	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
10.	1.4 Quiz MC: Multiplication and Division of Whole Numbers	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
11.	1.5 HW: Exponents, Order of Operations, and Averages	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
12.	1.5 Quiz MC: Exponents, Order of Operations, and Averages	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View
13.	2. Test: Factors and Multiples	1		Active	5/1/2012 12:00 AM	5/31/2012 11:59 PM	View

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Student View

Change Course

- View / Create
- Scores
- **Import Assessments**
- My Question Bank
- Print Submitted Assessment
- DropBox

5.3 Import Assessments –

List the options available for Importing Assessments. There are three options available; Import your own assessment created in current or previous semester, Import Educo created assessments, and Import assessments created by other instructors.

Import Assessments Options

 List of options available for Importing Assessments.

[1. Import your own assessment created in current/previous semester.](#)

[2. Import Educo created assessments.](#)

[3. Import assessments created by other instructors.](#)

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Change Course

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- Scores
- Import Assessments
- **My Question Bank**
- Print Submitted Assessment
- DropBox

5.4 My Question Bank

- Select the level (chapter or section) from the course hierarchy on the left, and select the question type from the drop down list and click on Add button for adding the questions. OR You can “Import from excel sheet” to add questions to the selected level. OR You can also import the question created by other instructor for the same course by clicking on Import button.

My Question Bank

Selected Hierarchy : Basic Mathematics > 1. Whole Numbers > 1.1 Place Value System > 1.1.1 Determining Place Values in Whole Numbers

Select the level (Chapter or Section) from the course hierarchy on the left, and click on Add Question or "Import from excel sheet" to add questions to the selected level.

Question Concept : All [Add Question Concept](#)

Multiple Choice

	Description	Question Type	Question Concept	
1.	Testing Multiple choice question 01 ?	Multiple Choice	B111;Testing INS 1	

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Student View

Change Course

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- Scores
- Import Assessments
- My Question Bank
- **Print Submitted Assessment**
- DropBox

5.5 Print Submitted Assignment

Print Submitted Assessments

Student List	
List of Students who have attempted the assessments. Click on Print link to view Best Attempt and Print. Note: Manual attempt will not be considered for print.	
Select Assessment :	1.4 Quiz MC: Review of Percents
# of Questions	: 50
Max Score	: 50
Max Attempts	: 10
Due Date	: 3/20/2013
Student	
1. Drive Release, Flash	Not Attempted
2. gu2, linked	Not Attempted
3. jan, test	Not Attempted
4. k, praveen	Print
5. pk1, test	Not Attempted
6. pk2, test	Not Attempted
7. s1, test	Print
8. s2, test	Print

- Assessments that have been submitted by the student should be allowed to be printed. The assessment allowed is Test MC Type only. Assessments for which the student is not appeared will be shown as not attempted. All attempts will not be available for print; only the best attempt in terms of score would be shown for print.
- Print Submitted Assignment this menu option would appear only if the institution has got the permission.

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Change Course

- View / Create
- Scores
- Import Assessments
- My Question Bank
- Print Submitted Assessment
- DropBox

5.6 DropBox -

Apart from file upload option for assignment submission, a Text editor is provided where student can type in the answers. All the response submitted using text editor is listed on a single page for evaluation. Evaluation page has information about the student, date of submission, text box to enter the grade, option to mark particular words in the assignment, highlight them and give comments to those marked words. Instructor can comment on the answer and also allow student to resubmit the assessment. It is also possible to attach the assignment to grade book and allow late submission with penalty in score.

The screenshot shows the 'Assessments' menu open, with 'DropBox' highlighted. Below the menu is a table of assignments. The table has columns for Title, Grade Book Category, Due Date, #Graded, and #Submitted. The first row shows an assignment titled 'Assignment: Essay writing' with a grade book category of 'Homework', a due date of '6/20/2012', 2 graded items, and 3 submitted items. There are also 'Add' and 'Delete' buttons and an 'Items Per Page' dropdown set to 50.

	Title	Grade Book Category	Due Date	#Graded	#Submitted	
1.	Assignment: Essay writing	Homework	6/20/2012	2	3	Grade

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6. Resources

6.1 View Glossary

6.2 Documents

6.3 Web Link

6.4 Exam Papers

6.5 E-Book

6.6 E-Solution Manual

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[Change Course](#)

- [View Glossary](#)
- [Documents](#)
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6.1 View Glossary

Glossary

Glossary List

Select Course Level

Selected Course Level : Basic Mathematics

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Search

Items Per Page

No.	Glossary Word	Glossary Description
1.	Absolute value	The absolute value of a signed number is the distance between the number and zero on the number line.
2.	Acute angle	An angle less than 90° and greater than 0° is called an acute angle.
3.	Acute triangle	A triangle in which all three angles are acute is called an acute triangle.
4.	Addend	A number being added is called an addend or term.
5.	Algebraic equation	An equality containing at least one unknown (variable) is called an algebraic equation.
6.	Angle	An angle is a figure formed by two rays having a common initial point, called the vertex.
7.	Area	Area is the measure of the region enclosed by the boundary of a geometric figure.
8.	Area of a parallelogram	Area = (base)(height)
9.	Area of a rectangle	Area = (length) x (width)
10.	Area of a right triangle	Area = $\frac{1}{2}$ (a)(b)

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6.2 Documents -

Expand ALL Collapse ALL

Basic Mathematics

- 1. Whole Numbers
 - 1.1 Place Value System
 - 1.1.1 Determining Place Values in Whole Numbers
 - 1.1.2 Expanded Form
 - 1.1.3 Section
 - 1.2 Expanded Form
 - 1.3 Addition
 - 1.4 Multiplication
 - 1.5 Exponents
- 2. Factors and

Documents

Documents for the level

Selected Course Level : Basic Mathematics > 1. Whole Numbers > 1.1 Place Value System > 1.1.1 Determining Place Values in Whole Numbers

Items Per Page 50

Add Import Delete

Documents	Description	Author	
1. <input type="checkbox"/> Test Document 01			View Edit Download

- You can share the documents (word, pdf, excel, png, jpeg, etc) files to the students.
- You can also import the documents from the previous term/section of the same course.

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Student View

Change Course

- View Glossary
- Documents
- [Web Link](#)
- Exam Papers
- E-Book

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6.3 Web Link -

Expand ALL Collapse ALL

Basic Mathematics

- 1. Whole Numbers
 - 1.1 Place Value System
 - 1.1.1 Determining Place Values in Whole Numbers
 - 1.1.2 Expanded Form
 - 1.1 Section Review
 - 1.2 Expanded Form
 - 1.3 Addition and Subtraction
 - 1.4 Multiplication and Division
 - 1.5 Exponents
- 2. Factors and

Web Links

List of weblinks

Selected Course Level : Basic Mathematics > 1. Whole Numbers > 1.1 Place Value System > 1.1.1 Determining Place Values in Whole Numbers

Items Per Page 50

Add Import

Web Links	
Heading:	Educo
Description:	
URL:	www.educosoft.com
Edit Delete	

1

- You can share the web links to the students for reference.
- You can also import the web links from the previous term/section of the same course.

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Student View

Change Course

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6.4 Exam Papers

Previous Examination Papers

 To view or download the document, click on view or download link. You must have Acrobat reader installed in your PC

	Title	Description	Question Paper(s)	Solved Paper(s)
1.	testing word		View Download	View Download
2.	fghgf	hfgfhg	View Download	View Download

- You can view or download the previous examination papers uploaded by educo.

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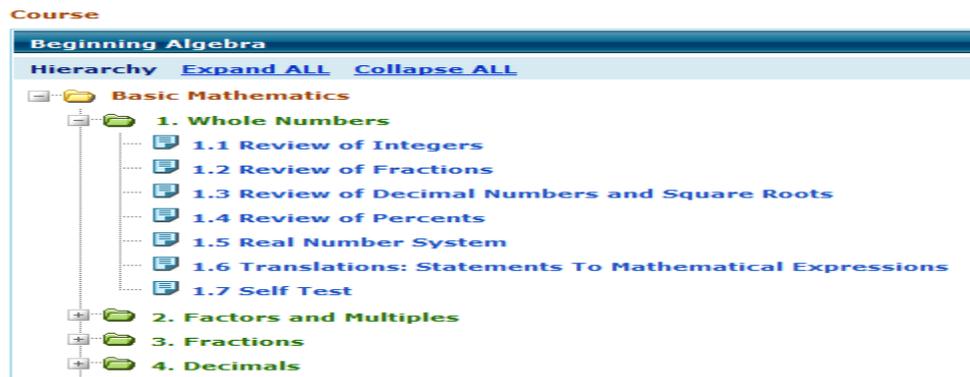
6.5 E-Book



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6.6 E-Solution Manual



Note: If the course doesn't have the E-Book OR E-Solution manual then the menu doesn't appear.

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7. Communications

7.1 Internal Mail

7.2 Announcements

7.3 Discussion Forum

7.4 Study Group

7.5 Queries

7.6 Chat

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7.1 Internal Mail – Use this function to check received emails from Educo, CC, other Instructors or students.

The screenshot displays the 'Mail' interface with a sidebar on the left and a main inbox area. The sidebar includes 'Favorite Folders' (Inbox, Sent Items, Drafts, Deleted Items), 'Personal folders', and 'Archived folders'. Below the sidebar are buttons for 'Compose', 'Address Book', 'Search For Address', 'Options', and 'Archive'. The main area shows the 'Folder: Inbox' with a table of email entries. Each entry includes a checkbox, a number, a 'From' field, a 'Date' field, a 'Subject' field, 'SectionName', 'CourseName', and action icons (reply, delete).

	<input type="checkbox"/>	From	Date	Subject	SectionName	CourseName		
▼ - Received on: Wednesday, July 31, 2013								
1	<input type="checkbox"/>	Hawkins, Stephen	7/31/2013 2:19:00 AM	Group membership request	n/a	n/a		
2	<input type="checkbox"/>	Administrator, Educo	7/31/2013 12:03:00 AM	Your course has been approved by Educo Admin	n/a	n/a		
▼ - Received on: Tuesday, July 30, 2013								
3	<input type="checkbox"/>	k, praveen	7/30/2013 8:19:00 AM	Group membership request	n/a	n/a		
▼ - Received on: Thursday, July 25, 2013								
4	<input type="checkbox"/>	Administrator, Educo	7/25/2013 1:45:00 AM	Your course has been approved by Educo Admin	n/a	n/a		
▼ - Received on: Friday, July 19, 2013								
5	<input type="checkbox"/>	Administrator, Educo	7/19/2013 7:56:00 AM	Your course has been approved by Educo Admin	n/a	n/a		
▼ - Received on: Tuesday, July 09, 2013								
6	<input type="checkbox"/>	Rao, Aditya	7/9/2013 5:19:00 AM	[none]	Testing - Educo Bangalore	Beginning Algebra		
▶ - Received on: Wednesday, June 19, 2013								
▶ - Received on: Friday, April 19, 2013								
▶ - Received on: Thursday, March 21, 2013								
▶ - Received on: Tuesday, March 12, 2013								
▶ - Received on: Thursday, March 07, 2013								
▶ - Received on: Tuesday, March 05, 2013								
▶ - Received on: Monday, March 04, 2013								
▶ - Received on: Wednesday, February 20, 2013								
▶ - Received on: Friday, February 08, 2013								
▶ - Received on: Thursday, January 17, 2013								
▶ - Received on: Wednesday, January 16, 2013								

At the bottom of the inbox, there are buttons for 'Delete', 'Move to', 'Select..', and 'Move'.

- You can send email to the course/section students, Instructors and CC.

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Student View

Change Course

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- **Announcements**
- Discussion Forum
- Study Group
- Queries
- Chat

7.2 Announcements

Click “**Add**” to add new announcement.

Sent Received

Manage your announcements

List of announcements created by the Instructor

Add Delete Items Per Page View All

	Created On	Announcements	Start Date	End Date			
1.	1/3/2013	testing announcement jan 2013	1/3/2013	1/4/2013	<input checked="" type="checkbox"/>		
2.	8/17/2012	• Over 60 miners dead in Congo shaft collapse: Officials	8/17/2012	8/21/2012	<input checked="" type="checkbox"/>		
3.	8/17/2012	• Maruti to restart production at Manesar plant on Aug 21	8/17/2012	8/21/2012	<input checked="" type="checkbox"/>		
4.	8/17/2012	• Britain disappointed by Ecuador asylum for Assange	8/17/2012	8/21/2012	<input checked="" type="checkbox"/>		
5.	8/17/2012	☺ Test Mail 1	8/17/2012	8/17/2012	<input checked="" type="checkbox"/>		
6.	2/14/2012	☹	2/14/2012	2/15/2012	<input type="checkbox"/>		

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New Announcement

New Announcement

*** Description**

Font Name 16px Zoom

Educo Announcement 01

Design Preview

Assigned To: BA 01

Send Announcement To: Student Login External Mail Both

Send Announcement Save and send later Cancel

Recipients

Select Recipient and Student

Select All Roles

Teaching Assistant

Student

Select Section(s)

Select All Sections

OR

Select Section

Select start date and end date

* Start Date 08/16/2013

* End Date 08/17/2013

- Enter the description for the announcement.
- Select the recipient and section(s).
- Select the 'Start Date' and 'End Date'.
- Select the send announcement to option with the help of radio button.
- Click 'Send Announcement' button to send the announcement to the selected recipients **OR** click on 'Save and send later' to save the announcement.

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Student View

Change Course

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7.3 Discussion Forum

Click on “Add Forum” to create a new forum. Click “Add Forum”. Enter forum title and description. Select the term and course. Check “Allow Posting” to the sections forum is being assigned to. Deselect “Allow Reading” to sections you do not want to have accessed. Click on “Save”. Once the forum is created you will need to create a Thread for students to post. To add thread, click on the forum title. Type thread message and click on Save. The Discussion Forum is now open.

My Forums Add Forum Recent Threads Recent Posts Search Activity Report Complaints Forum Score

My Forums

Forum List

List of forums. Click on the forum name to see the list of threads available in the forum.

Term: Winter2010

Course: Beginning Algebra

Section: Beginning Algebra_2

Forums	Author	Threads	Latest post by	Posted date	Sections
3 3	Gilmourr, David	1	Hawkins, Stephen	6/21/2012 6:41 AM	2
xoom test Test	Gilmourr, David	0			2
Produvtion Test Production test forum created on June 21	Hawkins, Stephen	4	acode, testnig	1/21/2011 5:44 AM	17

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Change Course

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- Discussion Forum
- **Study Group**
- Queries
- Chat

7.4 Study Group –

Groups can be very useful for collaborative work. Study Groups are online areas for students (and Instructors) to study together, send messages to the group, and participate in group discussion boards, and sharing files.

Group List

Study Groups

List of groups created and the recent activities of the group

Study Groups Add Group

	<p>dkfldf</p> <p>sdksfldskfkj</p> <p>Number of Members: 3, Created on Wednesday, July 21, 2010</p> <p>Recent Activities</p> <p> There are no new messages to display in the list.</p> <p> New post by Hawkins, Stephen in thread Title of forum 7</p> <p> Hawkins, Stephen shares a file ,File name:</p> <p> 7 User(s) pending for approval</p>	<p>Edit Delete</p>
--	---	----------------------

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Student View

Change Course

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- **Queries**
- Chat

7.5 Queries

Students can send queries by clicking on Ask My Instructor icon located in several screen in “students view”. When a student sends a query a screen shot of the question he/she is working on along with the students questions are sent to your queries and also via email. You can view the question and reply to the student.

Query/FAQ						
List of questions asked by student(s). Questions from students can be assigned as FAQ for all students and Instructor can add FAQs.						Page Size 50
Query Type: All						Assign Unassign Add Delete
	Posted By	Problem Details	Problem Description	Posted Date		
1. <input type="checkbox"/>	Hawkins, Stephen	1.2 Quiz MC: Review of Fractions(Question# 6, Code: A12430)	2	2/22/2012	View	Reply Delete
2. <input type="checkbox"/>	Bakru, Sheen	2.1 HW: Simplifying Expressions(Question# 2, Code: A21105fr)	Check mail 01 ?	2/14/2012	View	Reply Delete
3. <input type="checkbox"/>	Kumar, Praveen	2.1 HW: Simplifying Expressions(Question# 1, Code: A84105fr)	Please be as specific as possible. Type your question or describe what you were doing when the problem occurred, and what you observed as a result.	12/26/2011	View	Reply Delete
4. <input type="checkbox"/>	Kumar, Praveen	2.2 HW: Solving Linear Equations in one variable(Question# 1, Code: A22105fr)	descri	12/26/2011	View	Reply Delete Assign

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[Student View](#)

[Change Course](#)

- Internal Mail
- Announcements
- Discussion Forum
- Study Group
- Queries
- **Chat**

7.6 Chat — Click on “Add Chat Room”. Enter a room name and description. Choose if to allow users to upload files by selecting box. Click on “Save Changes”.

List of Chatrooms

[Add Chat Room](#)

<u>Room Name</u>	<u>Created</u>	<u>Actions</u>
Sample	03/28/2011	Edit Delete Enter

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8. User Management

8.1 Guest Registration

8.2 Transfer Students

8.3 Student Group

8.4 Teaching Assistants

8.5 My Preferences

8.6 Student Registration

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- **Guest Registration**
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8.1 Guest Registration

Guest Users

View/Manage Guest Users

Select a section first and then click on 'Add' to register individual student(s) or 'Import' to register whole class for guest period of two weeks.

0 No students found for the selected section

Term: Summer 2012
Course: Basic Mathematics
Section: BM_004

Items Per Page: View All

Add Import

- Select a term/course/section first and then click on “Add” to register individual student or “Import” to register the entire class for a guest period of two weeks.

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Student View

Change Course

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8.2 Transfer Students

Transfer Student

Dropped Student List

Instructors can pick up students from here who are dropped based on same course

Items Per Page

No.	Name	E-Mail Id	Section	Guest Registration End date	
1.	1, accesscode	accesscode1@educo.com	Testing Educo Bangalore 3	--	<--Select Section-->
2.	1, import	import001@educo.com	BA 01	3/5/2013	<--Select Section-->
3.	1, user	user20june1@educo.com	Beginning Algebra_2	--	<--Select Section-->
4.	Allison, Jay	tests26@educo.com	BA 7	8/20/2012	<--Select Section-->
5.	Andersen, Tara	abx@abc.com	Beginning Algebra_2	10/26/2011	<--Select Section-->
6.	Carrie, Jill	tests27pgcc@educo.com	BA 7	8/20/2012	<--Select Section-->

- Dropped Student page appears, showing the list of students dropped from all the sections of that course. Instructors of that course can pick up students from the list. Select the section to assign the student. Click “Assign” to submit the changes.

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Student View

Change Course

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8.3 Student Group

Create a User Group by clicking “Add Group”.

Manage User Group(s)

User Group(s)			
 Create user group(s)			<input type="button" value="Add Group"/>
No.	Group Name	Description	# of students
1.	Test Group 1	This is a testing group created by Team BLR	2
2.	Group A		6

Add/Edit User Group

To add users to a group click on the “Search” button to display the users in the section.

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Add/Edit Group

Add/Edit Group

 Add users to a group. Click on the search button to display the users in the section.

Section:

* Name:

Description:

Add Users Group

Items Per Page

Last Name First Name email

Select a assesement to display score

Select Grading Period

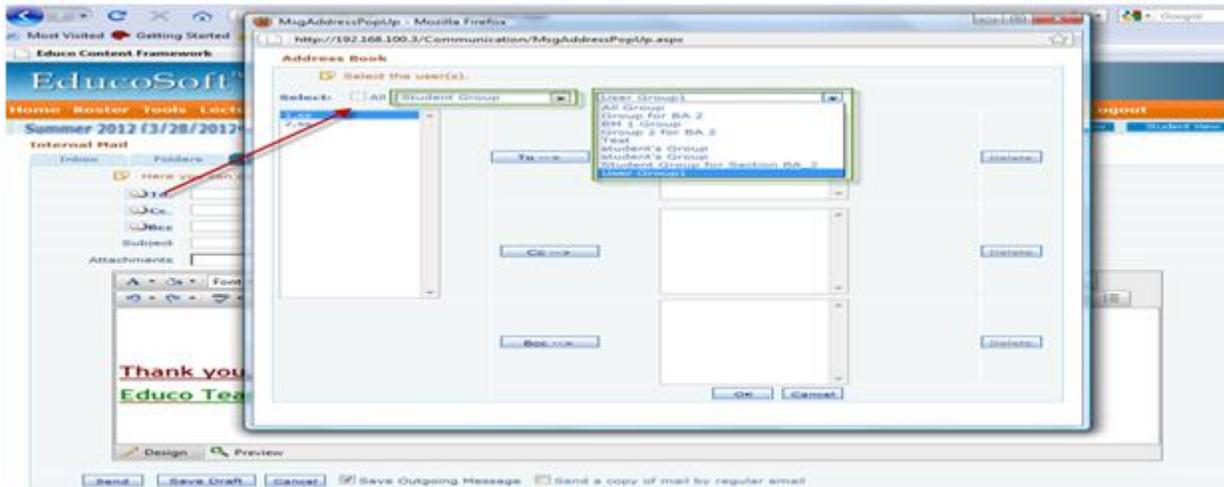
<input type="checkbox"/>	Student	e-mail	Score	Grade	Key assesement score
1. <input type="checkbox"/>	ills,mari	iwannalearn@yahoo.com	73	26	
2. <input type="checkbox"/>	jones,joe	joker@yahoo.com	71	26	
3. <input type="checkbox"/>	jones,tom	456@yahoo.com	67	29	

Note:

- Student Groups must exist prior to creating Group Assessment.
- Taking Assessments, Max Attempts and other assessments settings workflow remain same even though Students enrolled in more than one group.
- Students that are unenrolled from the Group cannot see the Group Assessments.
- If 'Group of Students' option is selected then, Prerequisite exempt link shows only users belongs to that group.

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- You can also send an email to a Student Group.
- Similarly you can send an announcement to a Student Group.

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[Change Course](#)

- Guest Registration
- Transfer Students
- Student Group
- **Teaching Assistant**
- My Preferences
- Student Registration

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8.4 Teaching Assistant – Clicking Teaching Assistant allows you to see a list of Teaching Assistants and you can search, view, edit, delete or add Teaching Assistants.

Teaching Assistants

No.	Name	E-Mail Id		
1.	smith, Mario	teachinga@yahoo.com	View Edit Delete	Assign Permissions

- Clicking “Assign Permission” allows the instructor to assign the *Course* and Section to the Teaching Assistant.

Select Sections

<input type="checkbox"/>	Section Name	Course Name	Term Name
<input checked="" type="checkbox"/>	BM_004	Basic Mathematics	Summer 2012
<input checked="" type="checkbox"/>	CA_002	College Algebra	Summer 2012

Click save and continue.

Once the course and sections have been assigned to the Teachers Assistant, the instructor will have to assign permission to the TA.

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Assign Teacher Assistant permissions.

Assign Permissions

Section: **Begin Algebra** | CAU Workshop | Beginning Algebra(ELC-CA)

Select All Permission

- Upload Syllabus
- Upload articles and weblinks
- Grade book
 - Modify category
 - Modify grade scales
- Assessments
 - Create
 - Edit
 - Delete
 - Import
 - Printing
- Score
 - View
 - Edit

Select box to assign TA permission and save.

Don't forget to click Save.

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Summer 2012 (3/28/2012 - 9/30/2012) | College Algebra | CA 002

Student View

Change Course

- Guest Registration
- Transfer Students
- Student Group
- Teaching Assistant
- **My Preferences**
- Student Registration

Import Permission
eSM Permission
My Settings
Video Setting
My Student Account
My Profile

8.5 My Preferences:

Import Permissions authorizes instructors to import assessments in either home institution or all institution. Click **Authorize** after selection.

Authorize import Assessments

Authorize import Assessments

None

All instructors in my institution

All instructors in all institutions

Authorize

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8.5 My Preferences

eSM Permission – Authorize E-Solution Manual for the section/course.

Authorize E-Solution Manual

Term :

Course :

No.	Section	<input type="checkbox"/> Allow eSM
1.	BM 01	<input type="checkbox"/>
2.	BM 02	<input checked="" type="checkbox"/>

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- My Settings**
- Video Setting
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- My Profile

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8.5 My Preferences

My Settings –

My Settings | Assessment Settings | Course Settings

Teaching Assistant I can act as TA

Paging Default (Default number provided by educosoft)
 Number of items per page (999 is recommended maximum. Page will load slower for long lists)

Support mail option Send a copy of support mails to my e-mail

Show Instructor Student Show Instructor Student

Calendar Format Show Calendar in 24Hr Format (Default is 12 Hr format.)

Free Time (Available for meeting, discussion..)

From To On

From To On

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Instructor User Guide

8.5 My Preferences

Assessment Settings -

My Settings **Assessment Settings** Course Settings

Ask My Instructor On Allow only Internal mail
 Off
 

Auto practice test Create a practice assessment by default

Multiple Grading Periods Allow Multiple Grading Periods (To uncheck you need to delete the existing grading periods.)

Assessment in Calendar Show Assessment due in calendar

Timed Assessment Set Default Time : : (HH:MM:SS)

Mark LO for Student to study Mark LO for Student to study when LO is attached as prerequisite

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8.5 Course Settings -

My Settings Assessment Settings **Course Settings**

Term List	Display <input checked="" type="radio"/> Active Term First <input type="radio"/> Expired Term First
Display Tasks	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
Import My Notes	<input checked="" type="checkbox"/> Allow other Instructors to Import My Notes
Import My Question Bank	<input type="checkbox"/> Allow other Instructors to import questions from My Question Bank
Attendance	<input checked="" type="checkbox"/> Show dropped students in attendance setting
Drop Student Message	<input type="text" value="You have been dropped from the Section. If you have a doubt please"/> (This message will be sent to student when dropped from the section.)
Include e-Book time spent	<input checked="" type="checkbox"/> Include e-book time spent in activity report
Course/Section Dropdown	<input checked="" type="checkbox"/> Show course and section in dropdown
Change Section Order	<input type="checkbox"/> Show tabbed view for expired & active terms and allow section re-order in home page
Tutorial date marking	<input checked="" type="checkbox"/> Show tutorial date marking after end date
Class Duration	<input type="text"/> (Please enter time in Minute)
Drop Student if absent for	<input type="text"/> (Please enter value in days)
Show notification on roster if student is not logged in for	<input type="text"/> (Please enter value in days)

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Import Permission
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My Settings
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My Student Account
My Profile

8.5 My Preferences

Video Setting - Enable or Disable course video to the students. Videos are enabled for all courses, click on disable link to disable videos for that course. Click on Details to see the videos for each level in the course and enable or disable them individually.

Enable/Disable Course Video

Course Video			
<p>Videos are enabled for all courses, click on disable link to disable all videos for that course. Click on Details link to see the videos for each level in the course and to enable/disable them individually.</p>			
No.	Course Name		
1.	Beginning Algebra	Disable	Details
2.	Intermediate Algebra	Disable	Details
3.	Pre-algebra	Disable	Details
4.	AlgebraII	Disable	Details
5.	Begining Algebra Spanish (With Videos)	Disable	Details
6.	PA Spanish enhanced	Disable	Details
7.	Fundamental Arith Skills	Disable	Details

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Student View

Change Course

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- Transfer Students
- Student Group
- Teaching Assistant
- **My Preferences**
- Student Registration

Import Permission
eSM Permission
My Settings
Video Setting
My Student Account
My Profile

8.5 My Preferences

My Student Account (Instructor can act as student. A new button for login as student appears on top right).

My student account

Add/Login

User Information

* E-Mail Id

* Confirm E-Mail Id

* Password (at least 6 chars long)

* Confirm Password

Create Student

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Summer 2012 (3/28/2012 - 9/30/2012) | Collene Algebra | CA 002

Student View

Change Course

- Guest Registration
- Transfer Students
- Student Group
- Teaching Assistant
- My Preferences
- **Student Registration**

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Instructor User Guide

8.6 Student Registration – Instructor can import the students for which instructor needs to have the access code, as it is mandatory.

Allows the instructor to View/Manage Users by selecting the term, course, and section.

Students List

View/Manage Users

Select a section first and then click on 'Import' to import the students .

Term Type: Standard

Term: Summer 2012

Course: Basic Mathematics

Section: BM_004

Items Per Page: View All

Import

No.	Name	E-Mail Id	
1.	ills, mari	iwannalearn@yahoo.com	View Edit
2.	jones, joe	joker@yahoo.com	View Edit
3.	jones, tom	456@yahoo.com	View Edit

Clicking **View** will enable the instructor to see the students **User Profile**.

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Instructor User Guide

User Profile

[View Emergency Contacts](#) [View Profile History](#)

View User Profile

Student Id	
E-Mail Id	iwannallearn@yahoo.com
Password	welcome
Salutation	MR
First Name	mari
Middle Name	
Last Name	ills
Language	English
Time Zone	(UTC-05:00) Eastern Time (US & Canada)
Address 1	
Address 2	
City	
State	Georgia
Zip Code	
Country	USA
Phone	
Mobile	

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Instructor User Guide

Clicking **Edit** allows the instructor to add/edit the students User Profile. After editing, click the **Save** button.

Add/Edit

User Information

Profile Type Student

Student ID

* E-Mail Id iwannalearn@yahoo.com

* Password welcome [Reset Password](#)

Salutation Mr.

* First Name mari

Middle Name

* Last Name ills

Language English

Address 1

Address 2

City

State Georgia

Zip Code

Country USA

Phone

Mobile (Example: 6786786786, 9845098450)

Upload Image No file chosen

EducoSoft

Instructor User Guide

[Home](#) [Roster](#) [Tools](#) [Lecture Notes](#) [Assessments](#) [Resources](#) [Communication](#) [User Management](#) [Reports](#) [Support](#) [FAQ](#) [Logout](#)

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[Student View](#)

[Change Course](#)

9. Reports

9.1 Grade and Score Reports

- a. Average by Category
- b. Summary Grades
- c. Average by Assessment
- d. Score by Assessment

9.2 Activity Time Report

- a. Overall Activity Time
- b. Tutorial Time Chart

9.3 Activity Time vs Grade Report

9.4 My Activity Time

9.5 Attendance Summary

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Student View

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- Activity Time Report
- Activity Time vs Grade Report
- My Activity Time
- Attendance Summary

Average by Category
 Summary Grades
 Average by Assessment
 Score by Assessment

9.1 Grade and Score Report

Average by Category

Category averages by students

[View detail Grades of whole class](#)

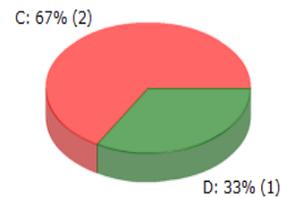
[Export To PDF](#)

[Export To Excel](#)

View

#	Student	Attendance (0.05)	Final (0.25)	Homework (0.10)	Midterm (0.25)	Quiz (0.10)	Test (0.15)	Tutorial Time (0.10)	Total	Grade
1	ills,mari	71.43	--	82.33	92.00	80.00	80.00	0.00	73	C
2	jones,ice	71.43	--	75.83	88.00	70.00	88.00	0.00	71	C
3	jones,tom	85.71	--	96.50	80.00	100.00	40.00	0.00	67	D
Averages		76.19	0	84.89	86.67	83.33	69.33	0	70.33	

Grade Distribution



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[Student View](#)

[Change Course](#)

- **Grade and Score Report**
- Activity Time Report
- Activity Time vs Grade Report
- My Activity Time
- Attendance Summary

Average by Category
Summary Grades
 Average by Assessment
 Score by Assessment

9.1 Grade and Score Report

Summary Grades

Summary of class Grade

[Export To PDF](#)

1. ills,mari

Category	Total	Dropped	Weight	Average	Wtd Average
Attendance	1	0	0.05	71.43	3.57
Final	0	0	0.25	--	--
Homework	2	0	0.10	82.33	8.23
Midterm	1	0	0.25	92.00	23.00
Quiz	1	0	0.10	80.00	8.00
Test	1	0	0.15	80.00	12.00
Tutorial Time	1	0	0.10	0.00	0.00
				Total	54.80

Final Average: $\frac{54.80}{0.75} = 73$ Grade: C

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Student View

Change Course

- **Grade and Score Report**
- Activity Time Report
- Activity Time vs Grade Report
- My Activity Time
- Attendance Summary

Average by Category
 Summary Grades
Average by Assessment
 Score by Assessment

9.1 Grade and Score Report

Average by Assessment

Class Average by Assessment

View All Page

Num of student in the class: 3

#	Assessment	Mode	Expires	# Took	Avg Score	IA	OA
1	Homework 1	Homework	05/04/2012 11:59 PM	3	93.10		
2	Test #1	Practice Graded	05/14/2012 12:00 AM	3	69.33		
3	Diagnostic Test 1	Practice Graded	05/10/2012 12:00 AM	3	76.67		
4	Midterm Exam	Practice Graded	05/14/2012 12:00 AM	3	86.67		
5	Quiz 1.1	Practice Graded	05/07/2012 12:00 AM	3	83.33		

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Student View

Change Course

- **Grade and Score Report**
- Activity Time Report
- Activity Time vs Grade Report
- My Activity Time
- Attendance Summary

Average by Category
 Summary Grades
Average by Assessment
 Score by Assessment

9.1 Grade and Score Report

Score by Assessment

Category: **All** Send Email Export To Excel Export To Pdf

STUDENT	ASSESSMENT					
	Tutorial Time Credit	Homework 1	Test #1	Diagnostic Test 1	Midterm Exam	Quiz 1.1
Class Average	0	93.1	69.33	76.67	86.67	83.33
<input type="checkbox"/> 1. ills,mari	0	89.66	80	75	92	80
<input type="checkbox"/> 2. jones,joe	0	89.66	88	62	88	70
<input type="checkbox"/> 3. jones,tom	0	100	40	93	80	100

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Student View

Change Course

- Grade and Score Report
- **Activity Time Report**
- Activity Time vs Grade Report
- My Activity Time
- Attendance Summary

Overall Activity Time
Tutorial Time Chart

9.2 Grade and Score Report

Overall Activity Time

Institution: EducoSoft Product Demo
Instructor: M. Mills
Course: Basic Mathematics
Section: BM_004
Students: 3

[Export To PDF](#)

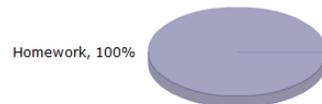
Start Date

Valid date format: mm/dd/yyyy

End Date

Submit

Summary of Activity Usage



Activity	Time Spent	Average Time
Tutorial	0:00:00	0:00:00
E-Book	0:00:00	0:00:00
Test	0:00:00	0:00:00
Practice	0:00:00	0:00:00
Homework	6:16:11	2:05:24
Overall	6:16:11	2:05:24

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Student View

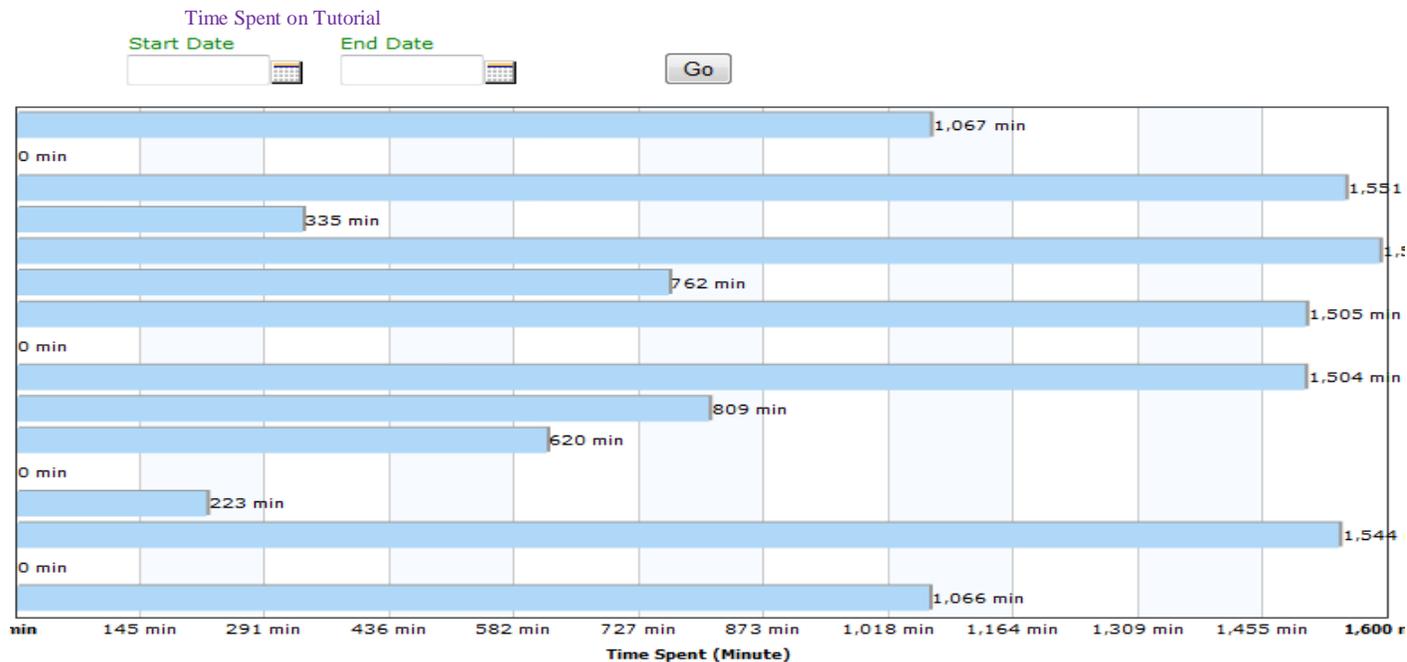
Change Course

- Grade and Score Report
- **Activity Time Report**
- Activity Time vs Grade Report
- My Activity Time
- Attendance Summary

Overall Activity Time
Tutorial Time Chart

9.2 Grade and Score Report

Tutorial Time Chart – Enter “Start Date” and “End Date” and click “GO”.



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Student View

Change Course

- Grade and Score Report
- Activity Time Report
- **Activity Time vs Grade Report**
- My Activity Time
- Attendance Summary

9.3 Activity Time vs. Grade Report

Time spent on Activities Vs Grade

Correlation Coefficient: $r = \frac{n\sum xy - (\sum x)(\sum y)}{\sqrt{n\sum x^2 - (\sum x)^2} \sqrt{n\sum y^2 - (\sum y)^2}}$

Total Time & Grade = **-0.96**
 Tutorial Time & Grade = **0.00**
 Assessment Time & Grade = **-0.96**

[Export To PDF](#)

[Clear all](#)

[Select all](#)



View

#	Student	Tutorial	E-Book	Test	Practice	Homework	Total	Score	Grade
1	ills,mari	0:00:00	0:00:00	0:00:00	0:00:00	0:41:16	0:41:16	73	C
2	jones,joe	0:00:00	0:00:00	0:00:00	0:00:00	0:52:01	0:52:01	71	C
3	jones,tom	0:00:00	0:00:00	0:00:00	0:00:00	4:42:54	4:42:54	67	D
	Averages	0:00:00	0:00:00	0:00:00	0:00:00	2:05:24	2:05:24		

[Clear all](#)

[Select all](#)



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Student View

Change Course

- Grade and Score Report
- Activity Time Report
- Activity Time vs Grade Report
- **My Activity Time**
- Attendance Summary

9.4 My Activity Time

Start:  End: 
Enter a period within the term duration to find activity

Name: M. Mills

Class: BM_004

Course: Basic Mathematics Term: Summer 2012

My Activity Usage

Total time spent: 0:00:00

[Export to pdf](#)

Objective/LO	Last viewed	TimeSpent
--------------	-------------	-----------

Total 0:00:00

Test Mode/Test Title	Last taken	TimeSpent
----------------------	------------	-----------

Total 0:00:00

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[Student View](#)

[Change Course](#)

- Grade and Score Report
- Activity Time Report
- Activity Time vs Grade Report
- My Activity Time
- **Attendance Summary**

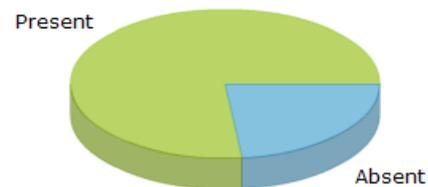
9.5 Attendance Summary

Attendance Summary

[Monthly Detail](#) [Export to EXCEL](#) [Export to PDF](#) [Attendance setup](#)

STUDENT	APR (6)				MAY (1)				Term Percentage
	P	A	E	L	P	A	E	L	
ills,mari	3	2	0	1	1	0	0	0	71.43%
jones,joe	4	2	0	0	1	0	0	0	71.43%
jones,tom	5	1	0	0	1	0	0	0	85.71%

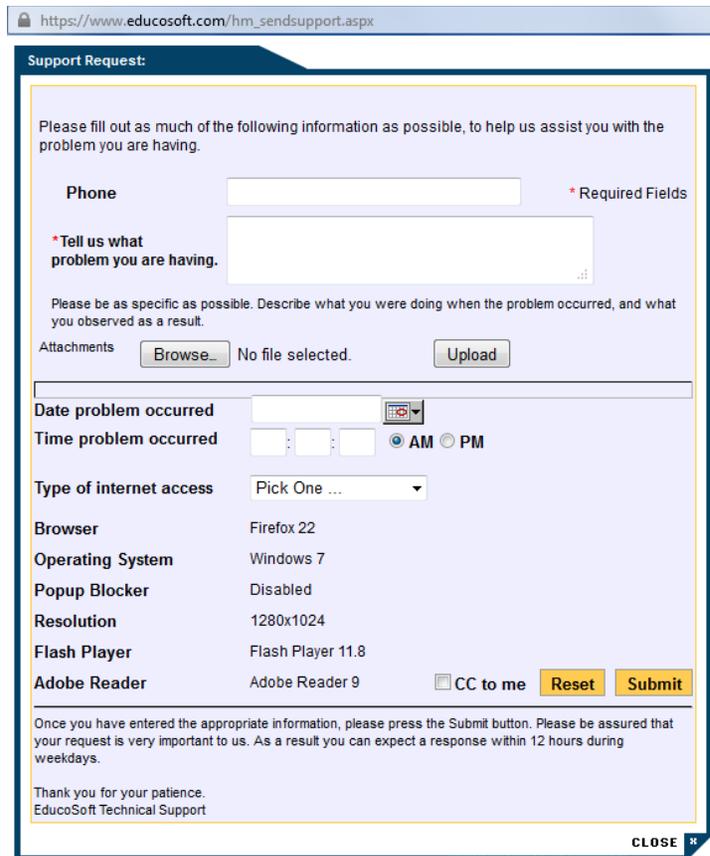
P:Days Present E:Days Exempted A:Days Absent L:Days Late *:Edited



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10. Support: If you have any query, you can send a message to the educo support team.



The screenshot shows a web browser window with the URL https://www.educosoft.com/hm_sendsupport.aspx. The page title is "Support Request:". The form contains the following fields and elements:

- Phone:** A text input field with a red asterisk and "Required Fields" label.
- *Tell us what problem you are having:** A large text area with a red asterisk and "Required Fields" label.
- Attachments:** A "Browse..." button, the text "No file selected.", and an "Upload" button.
- Date problem occurred:** A date picker.
- Time problem occurred:** Two input fields for hours and minutes, with radio buttons for "AM" (selected) and "PM".
- Type of internet access:** A dropdown menu with "Pick One ..." selected.
- Browser:** Firefox 22
- Operating System:** Windows 7
- Popup Blocker:** Disabled
- Resolution:** 1280x1024
- Flash Player:** Flash Player 11.8
- Adobe Reader:** Adobe Reader 9, with a "CC to me" checkbox.
- Buttons:** "Reset" and "Submit" buttons.
- Footer:** "Thank you for your patience. EducoSoft Technical Support" and a "CLOSE" button.

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11.Help: [User Manual](#) and [FAQ](#)

User Manual Guide:

User Manual

User Manual

The User Guides will walk you through on how to use EducoSoft and important features of the Educo Learning System (ELS).

System Requirements [+ PDF](#)
Outlines computer system requirements for using EducoSoft.

Instructor User Guide [+ PDF](#)
Step by step guide for using lecture notes, creating assessments, using grade reports, adding resources for your students, and communicating with students.

The user guides can be downloaded in PDF format. (Requires [Adobe® Acrobat Reader®](#))

Online Training Sessions: [new](#) Turn up your volume! 

Title	View	Size
Getting Started Tutorial	Watch Tutorial	9 MB
Navigation - Lecture Notes & Learning Activities	Watch Tutorial	17 MB
How to Upload Syllabus	Watch Tutorial	16 MB
How to Set Up the Grade Book - Part I	Watch Tutorial	5 MB
How to Set Up the Grade Book - Part II	Watch Tutorial	6 MB
How to create Assessments - The Basics	Watch Tutorial	10 MB
How to create Assessments - Advanced Topics	Watch Tutorial	9 MB
Creating Announcements	Watch Tutorial	7 MB

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Instructor User Guide

FAQ:

The screenshot shows a web browser window with the URL "Topics/Tópicos". At the top, there are tabs for "Student" and "Instructor". Below the tabs is a search bar with a dropdown menu set to "-- All Topics --" and a "For:" label. The main content area is titled "Topics" and includes the text: "Displaying the 3 most asked questions per topic. Click on a topic to display its top most asked questions". The content is organized into four categories, each with a folder icon and a title:

- System Requirements**
 - Which configuration is required to run EducoSoft in Microsoft Windows?
 - Which screen resolution is needed to view the content?
 - Which configuration is required to run EducoSoft in Macintosh?
 - [More...]
- General**
 - How do I login to do my assignments?
 - I try to type in my username and password, but it keeps sending me back to educosoft homepage.
 - I keep getting a blank page when I click on any tutorial
 - [More...]
- Registration**
 - How do I register for my class?
 - How can I register without an access code?
 - I lost my access code and now I can not register.
 - [More...]
- Download**
 - How do I download Math Player?
 - How do I download Macromedia Flash?
 - How do I download Mozilla Firefox?
 - [More...]